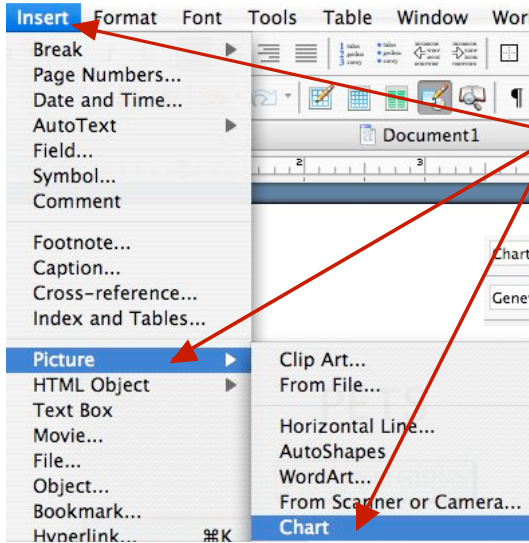


Creating a SIMPLE Chart or Graph in Microsoft Word

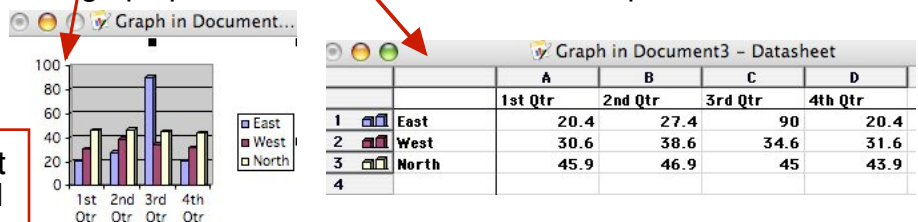


Disclaimer: use this for simple data samples. Larger charts and graphs can be easily created using Excel.

Go to Insert on the menubar > Picture > Chart.



Additional tools are added in the toolbar along with a graph preview and datasheet that will open.



Of course the data that appears is just sample data! Change the column and row headings to fit your data. Put in the numbers for your data.

If you need to ADD more rows, simply type additional categories.

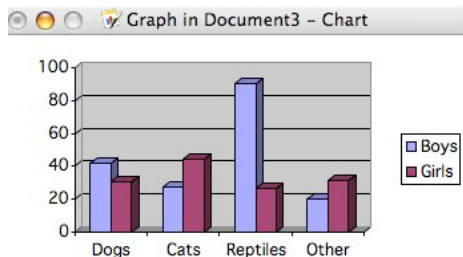
To DELETE a row of data that is in the sheet highlight the row by clicking the NUMBER (for example 3), and click the scissors from the Chart Area tools under the .menubar.



Graph in Document3 - Datasheet

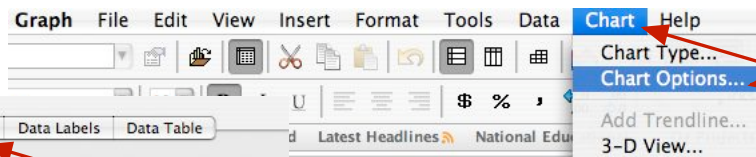
		A	B	C	D
		Dogs	Cats	Reptiles	Other
1	Boys	42	27.4	90	20.4
2	Girls	30.6	44	27	31.6
3					

The data to chart is dynamic. As you change your labels and numbers they will be reflected in the chart preview and in your Word document. When you save the document, the datasheet is also saved and can be accessed again simply by double clicking on the chart image in the Word document. Yes, it remains dynamic and can be adjusted if data changes.

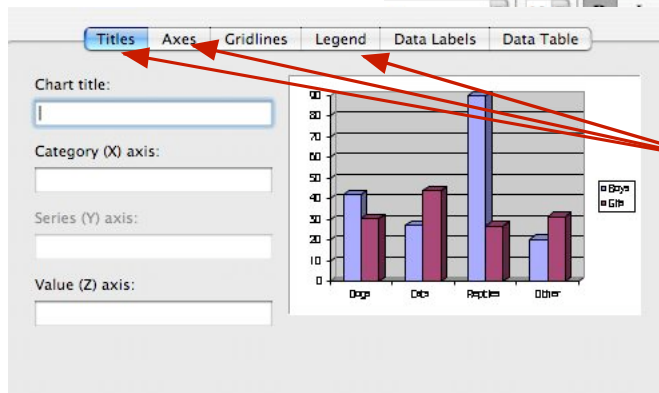


At this point you can just stop. The chart is there. It looks OK.

BUT, if you want to some important changes.... Click on the Chart preview or the datasheet (not the image in the Word document.).



This is the Graph menubar. Go to Chart > Chart Options.



Using these options to title the graph, label the axis, add grid marks...

To make color changes -- continue to the next page.

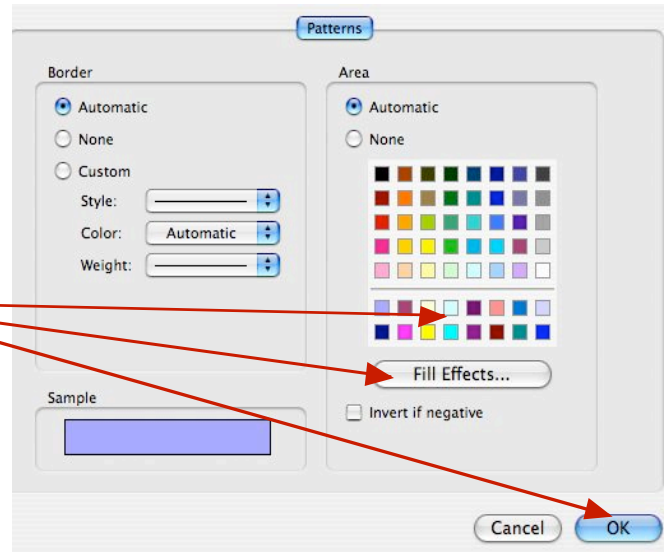
Making Color Changes in the Chart



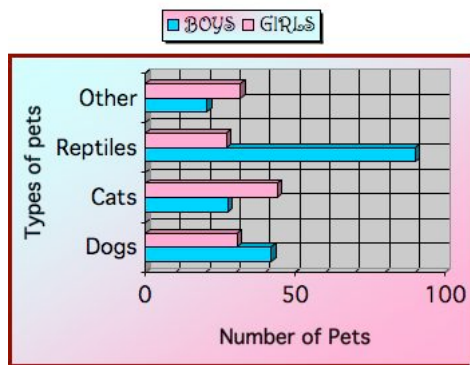
In the data tool bar, click the chart type to select a different style chart.

To change the colors, double click the colored box in the legend. Be sure to get the little box, not the legend box itself. Choose a color or effect from here and click OK. The change will take place immediately.

Repeat for all desired changes.



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The same thing can be done clicking on the Chart itself, which will change the background, or the legend box itself which will change that background.

Be sure in making changes that the original purpose is still maintained. The purpose of a chart is to give a visual representation of data, not to show off artwork, so be sure data is still visible and easily read.